805C-42A-3488
Process a Personnel Asset Inventory (PAI)
Status: Approved

Condition: You are the HR NCO and receive an Operation Order (OPORD) for Alpha Company's Change of Command. As a result, you are responsible for reviewing and processing the Personnel Asset Inventory (PAI). You have access to an AAA-162 (Unit Personnel Accountability Report (UPAR)), AAA-165 (Unit Personnel Accountability Notices (UPAN)), DA Form 3986-R (Personnel Asset Inventory), AR 600-8-6 (Personnel Accounting and Strength Reporting), documentation indicating the reason a Soldier is not physically at formation, and standard office supplies and equipment. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, review the UPAR and UPAN, verify correct completion of DA Form 3986-R, and route the completed PAI to higher headquarters or servicing Military Personnel Division (MPD), as appropriate.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: A subordinate unit is conducting a Change of Command and you must process the Personnel Asset Inventory.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review the Unit Personnel Accountability Report (UPAR) (AAA-162).

    a. Verify current status of all personnel.

    b. Collect all supporting documents.

        (1) DA Form 31 (Request and Authority for Leave).

        (2) DA Form 4187 (Request for Personnel Action) for Duty Status Changes.
           Note: e.g., confinement, hospital, AWOL / DFR, etc.

        (3) DD Form 689 (hospital and quarters sick slip).

        (4) DD Form 1610 (Request and Authorization for Temporary Duty).

        (5) Reassignment orders.

2. Review the Unit Personnel Accountability Notices (UPAN) (AAA-165).

    a. Verify current status of all personnel.

    b. Report all actions taken.

    c. Resolve all notices prior to the receipt of next report.

3. Verify the correct administrative information is entered in the appropriate blocks of DA Form 3986-R.

    a. Review entry form for obvious errors.

    b. Ensure the correct dates are entered.

    c. Ensure entries corresponds with the source documents and additions and subtractions are correct.

    d. Ensure the proper type of inventory is checked.

    e. Verify all personnel gains and losses as well as discrepancies are accounted for and reconciled.

    f. Verify required copies of the AAA-162 and source documents are attached.

    g. Verify any errors found are corrected.

    h. Verify the authentication data for commanders.

    i. Obtain appropriate signatures.

4. Route the completed DA Form 3986-R to higher headquarters or servicing Military Personnel Division (MPD), as appropriate.

    a. Submit documents to HR support within five working days of the PAI.

b. Verify complete copies of the approved PAI are filed IAW AR 600-8-6, Personnel Accounting and Strength Reporting.

c. File the DA Form 3986 and supporting documents IAW Army Records Information Management System (ARIMS).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the Unit Personnel Accountability Report (UPAR) (AAA-162).			
a. Verified current status of all personnel.			
b. Collected all supporting documents			
2. Reviewed the Unit Personnel Accountability Notices (UPAN) (AAA-165).			
a. Verified current status of all personnel.			
b. Reported all actions taken.			
c. Resolved all notices prior to the receipt of next report.			
3. Verified the correct administrative information was entered in the appropriate blocks of DA Form 3986-R.			
a. Reviewed entry form for obvious errors.			
b. Ensured the correct dates were entered.			
c. Ensured entries corresponded with the source documents and additions and subtractions were correct.			
d. Ensured the proper type of inventory was checked.			
e. Verified all personnel gains and losses as well as discrepancies were accounted for and reconciled.			
f. Obtained appropriate signatures.			
g. Verified required copies of the AAA-162 and source documents were attached.			
h. Verified any errors found were corrected.			
i. Verified the authentication data for commanders.			
4. Routed the completed DA Form 3986-R to higher headquarters or servicing MPD, as appropriate.			
a. Submitted documents to HR support within five working days of the PAI.			
b. Verified complete copies of the approved PAI were filed IAW AR 600-8-6, Personnel Accounting and Strength Reporting.			
c. Filed the DA Form 3986 and supporting documents IAW ARIMS.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	No	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI